

AUDIT COMMITTEE MEETING May 5, 2021 — MINUTES

Committee Members

Present

Robert Schier III, Chair
Maverick Crawford
Andrew Crim
Mary Durham, Council Chair
Scott McAvoy

Council Members Present

Eric Shahid

Guests Present

Chevella Layne
Mary Strough

Staff Present

Beth Stalvey, Executive
Director
Scott Daigle
Robert Garcia
Stacey Kaleh
Sylvia Medina
Richard Rendon
Koren Vogel
Rosalin Willis

Call To Order

Pursuant to the Governor's March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act, the Audit Committee of the Texas Council for Developmental Disabilities met virtually using the Zoom platform on Wednesday, May 5, 2021. Committee Chair Robert Schier III called the meeting to order at 2:02 PM. A quorum was present.

1. Introductions

Committee members, staff and guests were introduced.

2. Public Comments

No public comments were offered to the Committee.

3. Consideration of Minutes

The minutes were reviewed, and no additions or corrections were noted.

MOTION: To approve the minutes of the July 29, 2020, Audit Committee meeting as presented.

MADE BY: Scott McAvoy

SECOND: Andrew Crim

The motion **passed** unanimously. (May 2021, Meeting Materials, Tab 8)

4. FY 2021 Internal Audit Activities

Grants Management Director Rosalin Willis reminded members that the scope of work for FY 2021 for internal auditors from Weaver and Tidwell was in an advisory capacity to improve risk management activities of TCDD grantees. Willis discussed the purpose of risk management and how risk factors are evaluated. She noted that additional risk factors will be added the current list considered when determining a risk level of high, moderate, or low. Committee members agreed that it would be

beneficial to provide more detail of grantee audits with the Audit Committee and a higher-level overview with the Council.

5. RFQ for Internal Audit Activities

Executive Director Beth Stalvey discussed the need to plan for a new contract for internal audit activities beginning in FY 2023. She noted that the process for the procurement of a new contract will take place during FY 2022. Members discussed the scope of work used during the prior procurement and agreed that it is still relevant. They recommended posting for a three-year contract.

MOTION: To post a request for qualifications for internal audit services using the same scope of work and for a three-year contract.

MADE BY: Andrew Crim

SECOND: Scott McAvoy

The motion **passed** unanimously.

Adjourn

Committee Chair Schier adjourned the Audit Committee at 2:47 PM.

Beth Stalvey, Secretary to the Council Date